**FORM OF FORMAL PROPOSAL FOR HOSTING PAHF EVENTS**

***(Please complete one form per Event)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **GENERAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **National Association (NA)** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Responsible Person (President or General Secretary only)** | | | | | | | | | | | | | | | | Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Position: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Tournament NA is bidding for** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Gender: | | | | | | | | | | | | | W | | | | | | | |  | M | | | | | | | | | | |  | | |
| Proposed dates for Event | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Alternative dates for Event | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Will to host PAHF Board/Committee Meetings? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  | | | | No | | | | |  | | Will to host Courses during Event? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  | | | No | | |  |
| **FACILITIES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Own Pitch?** | Yes | No | | | | Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | City: | | | | | | | | | | | | | | | | | | | | | | | Closest International Airport: | | | | | | | | | | | | | | | |
| **Field Specification** | | | | Water | | | | | | | | | |  | | Sand | | | | | | | |  | | | | Indoor | | | | | | | | |  | | | | | **Number of available pitches** | | | | | | | | | | | | | | | | | | | | | | | | | Water | | | | | | | | | | | | Sand | | | | | | | Indoor | | |
| **Pitch built in: (date)** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | Please detail pitch conditions, watering system, etc. Add pictures, if available. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Lights:** | | | Yes | | | | |  | | | | | | | No | | | |  | | | | | **Doping control area:** | | | | | | | | | | | | | | | | | | | | Yes | | |  | | | | No | |  | | | | | **Doping Agency:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Stands / Seating** | | | Yes | | | | |  | | | | | | | No | | | |  | | | | | **Press Room:** | | | | | | | | | | | | | | | | | | | | Yes | | |  | | | | No | |  | | | | | **Internet:** | | | | | | | | | | | | | | | | Yes | | | | | | |  | | | No | | |  | |
| Temporary | | | | | | | | | | | | | Number: | | | | | | | | | | | Permanent | | | | | | | | | | | | Number: | | | | | | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Changing Rooms** | | | Number: | | | | | | | | | | | | | | | | | | | | | | | **Stadium Offices:** | | | | | | | | | | | | | | | | | | Yes | | |  | | | | No | |  | | | | | Number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Rooms for Meetings** | | | | | Number: | | | | | | | | | | | | | | | | | **Medical Room *(First Aid)*** | | | | | | | | | | | | | | | | | | | | | | | Yes | | | |  | | | No |  | | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACCOMMODATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed **Hotel for** **Officials**:  Name:  Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Single room cost | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Double room cost | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Charge for Internet? | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Distance from hotel to stadium (km/time) | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Meeting Rooms at hotel? | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Restaurant at hotel? | | | | | | | | | | | Yes | | | | | |  | | | No | | | | |  | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed **Hotel for Teams 1**:  Name:  Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Single room cost | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Double room cost | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Charge for Internet? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Distance from hotel to stadium (km/time) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Meeting Rooms at hotel? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Restaurant at hotel? | | | | | | | | | | | Yes | | | | | |  | | | No | | | | |  | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed **Hotel for Teams 2**:  Name:  Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Single room cost | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Double room cost | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Charge for Internet? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Distance from hotel to stadium (km/time) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Meeting Rooms at hotel? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Restaurant at hotel? | | | | | | | | | | | Yes | | | | | |  | | | No | | | | |  | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed **Hotel for Teams 3**:  Name:  Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Single room cost | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Double room cost | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Charge for Internet? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Distance from hotel to stadium (km/time) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Meeting Rooms at hotel? | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | |
| Restaurant at hotel? | | | | | | | | | | | Yes | | | | | |  | | | No | | | | |  | | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LOCAL TRANSPORT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Detail Transport for officials to/from airport | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Detail Transport for officials to/from stadium | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Detail Transport for teams to/from airport | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Detail Transport for teams to/from stadium | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Detail transport for TD | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Detail transport for PAHF representative | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOCIAL EVENTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening Ceremony | | | | | | | | | | | | | Yes | | | | |  | | | No | | | | | | | |  | | | | Closing Ceremony | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | | |
| Provide details of ceremonies: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Official Dinner | | | | | | | | | | | | | Yes | | | | |  | | | No | | | | | | | |  | | | | Other Social Events | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | | No | | | | | |  | | | | | |
| Provide details of the kind of social event and if any authorities from Government or Sports Organisms will be invited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SPONSORS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there sponsor(s) for the Event? | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | |  | | | No | | | | | |  | | | Name of Sponsor(s) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Sector of the Sponsor? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Location of publicity?  (Clarify if it is at clothing, posters, banners, etc) | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INSURANCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Detail kind of coverage, reach, dates, insurance company, etc | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ORGANIZING COMMITTEE**  ***(please provide Names, e-mails and contact telephone numbers)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| President: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Press Officer: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Logistic/Operations Officer: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other positions (clarify): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

***Important Note***

The requested information is only for information purposes; the form will be forwarded to a Bid Evaluation Committee who will make recommendations to the Board of Directors. You will be contacted as the Bid Process progresses. If your proposal is accepted, a formal agreement will be signed between your **NA and PAHF.**

Send back this Form and Annexes (if applicable), filled in and signed, to Julio F Neves, PAHF Managing Director, at [Julio.Neves@panamhockey.org](mailto:Julio.Neves@panamhockey.org). Please copy Willard Harris, PAHF Competitions Committee Chair, at [willardpharris@gmail.com](mailto:willardpharris@gmail.com) **before March 31, 2016.**

***Signatory and stamp of the National Association***

Name:

Position:

National Association:

Date:

|  |
| --- |
| Internal Use  Received: date:  Attachments details:  Sent to: date: |